

Job Title: TECHNICAL MANAGER III - MONITORING SPECIALIST - IPR#46436

Agency : Department of Transportation

Closing Date/Time: 04/11/2023

Salary: \$4,765 - \$8,295 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal. Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Monitoring Specialist.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually
- Employees earn (3) paid Personal Days annually
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for checking the integrity of the data in the Windows Program Planning System (WPPS). Responsibilities of this position include ensuring the data being collected and reported is valid and accurate and the interaction of the WPPS with other reporting systems is ongoing and reliable. This position will also perform a significant amount of data entry into WPPS.

Annual reports: 50 - 100

Annual program: \$2.3 billion

This position reports to the Program Monitoring and Reports Unit Chief. There are no subordinates reporting to this position.

Under the general supervision of the Program Monitoring and Reports Unit Chief, this position operates within an environment where the incumbent is responsible for ensuring that timely and accurate data is being entered in the WPPS in order to provide department personnel with valid and reliable information. S/He is responsible for the integrity and validity of the data. The incumbent is responsible for all data entered in the WPPS from obligations received from various bureaus. The incumbent accomplishes his/her accountabilities using the WPPS, Fiscal Operations and Administration system (FOA), Federal Program Management system(FPM), and Microsoft Excel and Word. S/He works closely with the central Bureau of Local Roads and Streets, the Bureau of Design and Environment, and the Bureau of Operations, as well as various bureaus within the district offices. The incumbent ensures that all data entered is accurate and complete.

The greatest challenge of this position is ensuring that the data being generated by the reporting systems is valid and accurate. The most typical problem for this position is in determining the cause of discrepancies and getting the discrepancies corrected with the appropriate department personnel.

(Job Responsibilities continued)

Through the WPPS, the incumbent is responsible for monitoring and balancing the funding on various statewide line items. This is accomplished through a visual identification of projects in the WPPS that are associated with the corresponding statewide line to ensure data accuracy. In addition, various reports from the Crystal Reports System can be used for statewide line items with large volumes of data. On a monthly basis, the incumbent will receive the Land Acquisition Obligation Posting Report to review for data accuracy and modify the WPPS accordingly. S/He will also receive the Land Acquisition Suspense Report. Necessary modifications will need to be made in the WPPS to allow projects to transfer from the Land Acquisition Suspense Report to the Land Acquisition Obligation Posting Report. The incumbent prepares monthly authorization reports and makes necessary changes to the WPPS and alerts the appropriate personnel of any discrepancies. The incumbent assists in the monitoring of the consultant engineering portion of the Annual Highway Program by ensuring that all engineering obligations are entered in the WPPS along with maintaining documentation.

The incumbent assists the Program Monitoring and Reports Unit in the creation of For the Record, a publication produced at the end of the program year which provides a detailed accounting of all projects in the Annual Highway Program that were accomplished.

The incumbent has latitude to complete duties and initiate appropriate changes. S/He will operate within the parameters of established procedures, departmental policy, and applicable state and federal laws. The incumbent will confer with the Program and Monitoring Reports Unit Chief when resolving issues of a non-routine nature.

The incumbent has frequent contacts with bureau and district offices within the Office of Highways Project Implementation and the Office of Finance and Administration. S/He will have periodic external contact with the Federal Highway Administration (FHWA).

The effectiveness of this position is measured by the accuracy and the timeliness of the data entry and by how quickly problems are detected and

resolved in the WPPS.

Principal Accountabilities

1. Enters the highway program data received through correspondence and contract obligation documents into the WPPS.
2. Audits data entered electronically by other systems into the WPPS.
3. Audits reports being generated by the Crystal Reporting System to be sure they are in agreement. If a problem exists, takes necessary steps to determine the cause of the problem and notifies appropriate personnel.
4. Assesses the accuracy and completeness of all data received.
5. Monitors and balances funding on various statewide line items.
6. Runs various reports to answer program status requests.
7. Assists in preparing the Annual Highway Program book and For the Record.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in business, finance, management, accounting, economics, or statistics, OR
 - Completion of two years of college plus two years of experience in budgeting, data management, accounting functions, financial planning, the practice of highway planning and programming, data analysis, managing a fiscally constrained program in compliance with federal and state regulations, or a combination thereof, OR
 - Six years of experience in budgeting, data management, accounting functions, financial planning, the practice of highway planning and programming, data analysis, managing a fiscally constrained program in compliance with federal and state regulations, or a combination thereof

Position Desirables

- Working knowledge of highway program data
- Ability to effectively monitor and analyze data and provide accurate and timely program information
- Experience utilizing computer programs that manage large volumes of data with reporting functions
- Ability to communicate to supervisor and colleagues in a clear, concise, and accurate manner
- Strong skills in Microsoft Excel and Microsoft Word

Work Hours: 8:00AM - 4:30PM Monday - Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Work Office: Office of Planning and Programming, Bureau of Programming

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Clerical and Administrative Support; Fiscal/Finance/Business

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the **Internal Candidate Application Job Aid**

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com